

## Frequently Asked Questions

- Q. If Administrative Leave is granted to take a course during working hours, do I get Tuition Refund?**
- A. No,** all courses must be taken outside of working hours unless the employee's Department Director approves the use of annual leave, compensatory time, or holiday leave. If Administrative Leave is granted to take a course during working hours, no Tuition Refund will be granted.
- Q. Do Audit Fees qualify for Tuition Refund?**
- A. No,** only degree and certification programs at accredited institutions which relate directly to career opportunities within Miami-Dade County are eligible for Tuition Refund.
- Q. Do Certification Programs qualify for Tuition Refund?**
- A. Yes,** degree and certification programs at accredited institutions which relate directly to career opportunities within Miami-Dade County are eligible for Tuition Refund.
- Q. Do Degree Programs qualify for Tuition Refund?**
- A. Yes,** degree and certification programs at accredited institutions which relate directly to career opportunities within Miami-Dade County are eligible for Tuition Refund.
- Q. What is "Tuition Cost"?**
- A.** Tuition Cost is the fee for instruction and does not include text books, exams, audit fees, or any other expenses.
- Q. How is the Tuition Refund amount calculated?**
- A.** Fifty Percent of Tuition Cost minus Grants (excluding student loans).
- Q. Do I qualify for Tuition Refund if I fail a class?**
- A.** All employees who take "approved" coursework and achieve a grade that is "C" or higher and is acceptable by the school as a passing grade, will be entitled to a refund of 50% of tuition costs upon completion of the course. Where no grade is given, a certificate of "passing", "satisfactory", or "completed" will be accepted.
- Q. What would the Tuition Refund amount be if I receive grants?**
- A.** Employees receiving financial assistance including scholarships, fellowships, grants, and/or Veteran's benefits (excluding student loans) will be eligible for 50% of tuition costs after the financial assistance has been applied to the tuition cost.
- Q. Do Lab Fees qualify for Tuition Refund?**
- A. No,** Tuition Refund does not include text books, exams, audit fees, or any other expenses.
- Q. Do Internet Courses and Programs qualify for Tuition Refund?**
- A.** On-line Internet courses and programs provided by accredited *Florida-based* educational institutions are eligible for tuition reimbursement.
- Q. Does an Internet Course/Program offered by an educational Institution not based in Florida qualify for Tuition Refund?**
- A.** The Tuition Refund Appeal Board will review requests for reimbursement on a case-by-case basis for on-line Internet courses and programs at accredited educational institutions not based in Florida. The Employee Relations Department must receive such requests at least **30 days prior to the start** of the course or program.
- Q. Do I get Tuition Refund for Plus Fees?**
- A. Yes,** if these fees are related to registration and are charged to do the coursework.
- Q. Do I get Tuition Refund if scholarships are applied toward coursework?**
- A. No,** employees receiving financial assistance including scholarships, fellowships, grants, and/or Veteran's benefits (excluding student loans) will be eligible for 50% of tuition costs after the financial assistance has been applied to the tuition cost.

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**Q. Do I get Tuition Refund if Veteran's benefits are applied toward a coursework?**

**A. No,** employees receiving financial assistance including scholarships, fellowships, grants, and/or Veteran's benefits (excluding student loans) will be eligible for 50% of tuition costs after the financial assistance has been applied to the tuition cost.

**Q. What would happen if I resign from my county job in less than a year after completing my coursework?**

**A.** All employees receiving reimbursement will be obligated to remain in the County for a minimum of one (1) year following completion of the coursework. Employees terminating from the County service prior to the expiration of this period will reimburse the County for refunds received during the final year of employment through deductions from their final payroll check. If the final paycheck is insufficient, the employee will still be responsible for the reimbursement.

**Q. Will I have to reimburse the County if I was laid off within a year of the receipt of Tuition Refund?**

**A. No,** reimbursement will be required of those employees who have been laid off and have been previously approved for coursework.

**Q. How long does it take to receive the Tuition Refund?**

**A.** Employees will receive reimbursement within approximately four weeks after **all** requirements are satisfied and documents are received by the Program Coordinator, Employee Relations Department.

